

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 26, 1989

ALL-COUNTY LETTER NO. 89-82

TO: COUNTY WELFARE DIRECTORS

SUBJECT: COUNTY SERVICES BLOCK GRANT PROGRAMS MONTHLY
STATISTICAL REPORT, FORM SOC 242

REFERENCE: ALL-COUNTY LETTER NO. 89-09

The purpose of this letter is to implement the policy developed for revising data submitted on the County Services Block Grant (CSBG) Programs Monthly Statistical Report, Form SOC 242. The policy was developed in conjunction with the Adult Protective Services (APS) Statistical Committee of the County Welfare Directors Association. This letter also provides clarification of the SOC 242 reporting instructions that were provided in All-County Letter No. 89-09.

Data Revision Policy

We recognize that a new reporting system requires several months of refinement before accuracy of data is assured. However, the receipt of numerous revised reports, dating back several months, has caused a significant delay in producing final statewide data. In order to correct this problem, it will be necessary for all Counties to submit final revisions to the SOC 242 for the report months of January through September 1989 by October 31, 1989. We will not accept any revised reports after that date, including revised monthly reports for October 1989 or subsequent months.

Beginning with the October 1989 report month, any data that must be changed on a report that has been submitted to the Department must be entered in the current month's report. For example, if in December it is discovered that an open case was inadvertently omitted from the October report, this case can only be included by entering it as an open case in the December report. An explanation for the adjustment as a footnote in the December report is permitted but not required.

Questions and Answers

The APS Statistical Committee has reviewed the first six months of data collected on the revised SOC 242 and determined that in

order to ensure uniform statewide reporting, clarification is necessary in some areas of the reporting instructions. These areas are in the definition of an emergency response (ER) case, reassessment activities, and ER activities.

Question #1:

My County's definition of an ER case requires a shorter response time than the five days specified in All-County Letter (ACL) No. 89-09. Do we report this as an ER case on the SOC 242?

Answer:

An ER case is not determined solely by a County's response time. A report of abuse, referral, or request for APS becomes an ER case when all the following conditions are met:

- (1) The situation is of a serious nature that warrants/mandates an immediate investigation;
- (2) The person is a dependent adult/elder;
- (3) The person's situation is likely to cause great bodily harm or death; and
- (4) County staff responds within five calendar days.

Question #2:

How do we count reassessments? Is a case closure counted as a reassessment?

Answer:

Line 18 of the SOC 242 concerning reassessments is an activity count, not a case count. Count each reassessment that was performed by County staff during the month. A reassessment, as defined by ACL No. 89-09, is the activity which reviews all past assessments and examines the current condition of the client. Such activity must be clearly documented in the case file as a reassessment. A reassessment could lead to case closure, in which event the reassessment should be counted on Line 18. There are circumstances, however, in which a case is closed without a reassessment. Case closures without reassessments should not be counted. Also, reassessments of In-Home Supportive Services (IHSS) cases are not counted on the SOC 242 as Part C of the SOC 242 captures data concerning the APS Program only.

Question No. 3:

When do we record ER activities on Line 19?

Answer:

Emergency response activities are recorded on Line 19 of the SOC 242 whenever the County performs an emergency response on an APS case. All-County Letter No. 89-09 states that an emergency response is to be recorded each time the Social Worker is required to respond to circumstances defined as an ER case on page 3 of the instructions. Emergency responses may be performed on both ER cases and non-ER cases. If an ER case is opened towards the end of a specific month but the Social Worker did not respond until the following month, the emergency response activity should be reported for the month in which the emergency response actually occurred. Similar to reassessments, Line 19 is an activity count and not a case count.

If you have any questions regarding this letter, please contact Ms. Susan Derrick, Statistical Services, at (916) 322-5462.



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Deputy Director

cc: CWDA